TILAK MAHARASHTRA VIDYAPEETH, PUNE
MASTER OF COMPUTER APPLICATIONS
EXAMINATION : DECEMBER/JANUARY-2023-24
SEMESTER - I
Sub : Soft Skill Development (MCA- 104-22)

Date : 01/01/2024   **Total Marks : 30**   **Time: 10.00 am To 11.30 am**

Instruction:
   1. *All questions are compulsory unless and otherwise stated.*
   2. *Bold figures to the right of every question are the maximum marks for that question.*
   3. *Candidates are advised to attempt questions in order.*
   4. *Answers written illegibly are likely to be marked zero.*
   5. *Use of scientific calculators, Log tables, Mollier Charts is allowed.*
   6. *Draw neat and labelled diagram wherever necessary.*

Q. 1.   **Answer the following in short. (Any 4)**   **(20)**

   1   What are barriers of communication?

   2   Explain importance of Hygiene.

   3   Write in detail about table manners.

   4   Write in Detail about professional ethics.

   5   Write in detail about social etiquettes.

   6   Write in detail what is non verbal communication.

Q. 2.   **Answer the following in detail. (Any 1)**   **(10)**

   1.   Explain in detail types of interviews and dress code.

   2.   Write in detail types of stress and causes of stress.